

YOUTH SERVICES POLICY

Title: Direct Admission Next Annual Review Date: 12/17/2009	Type: B. Classification, Sentencing and Service Functions Sub Type: 2. Classification Number: B.2.3
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References: ACA Standards 2-CO-4A-01 (Administration of Correctional Agencies), 3-JTS-5A-01, 3-JTS-5A-02, 3-JTS-5A-03, 3-JTS-5A-04 and 3-JTS-5A-05 (Juvenile Training Schools); Performance-based Standards SaEP7, OEP1, OP1, OEP5, HEP1, HP1, HP2, HEP3, HP3, HEP4, HP5, HP7, HP9, HEP9, HP10, HEP10, HEP15, HEP19, HP21, PEP1, JEP1, and JEP2; Children's Code Articles 888, 890, 903, and 908(A); La. R.S. 15:901; YS Policies B.2.1 "Assignment, Reassignment, Release and Discharge of Youth", B.2.2 "Youth Classification System", B.8.13 "Youth Street Gangs and Notification Requirements", C.2.3 "Searches of Youth"; "C.2.9 Correspondence and Packages"; and DYS Policy 10.18 "Short Term Offender Programs"; and DPS&C/LSUHSC JCP Policy B-06-01 J/HX-MH 06-0	
STATUS: Approved	
Approved By: Deputy Secretary Mary L. Livers	Date of Approval: 12/17/2008

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405.

II. PURPOSE:

To establish the Deputy Secretary's policy regarding the procedure for direct admission into secure care for youth adjudicated delinquent and assigned to the custody of Youth Services (YS).

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Deputy Assistant Secretaries, Facility Directors, Regional Managers, Admission staff, Central Office Placement Section staff and Intake Case Managers.

IV. DEFINITIONS:

Admission Beds - A designation given to bed space that is reserved for admissions into secure care. Admission beds can be further identified according to purpose, as follows:

Evaluation Only Beds - Beds reserved for those youth committed for 30 days for diagnostic testing and evaluation, following which the youth returns to their region of origin. As provided by La. R.S. 15:901(E), commitments to YS for evaluation only are to be made by the court after exhausting all other state and local diagnostic testing, and evaluation resources.

Regular Beds - Beds to be filled by long-term youth in order to assess risk and needs and to determine the proper assignment for the youth within the secure care system; and

Short Term Beds - Beds to be filled by those youth approved for admission into a Short Term Offender Program.

Admissions Packet - The documents required at intake of a youth into a secure facility which shall include the following:

- Order of Commitment
- Judgment of Adjudication
- Judgment of Disposition
- other available relevant reports

Assessment Summary (previously referred to as the bio psychosocial report) - A written report detailing the results of the screening and assessment of the youth, including testing information and interview results. It is a collaborative effort between mental health professionals, YS staff, and service providers. Health assessments shall be completed within 7 days, and mental health assessments within 14 days of the youth's admission to the facility. Assessments of youth with serious mental health concerns may take up to 30 days.

Case Manager - A term used to identify members of the counseling profession, e.g., social services counselor, clinical social worker, program manager, group leader, or a treatment team member assigned to manage a youth's case.

Commitment Order - Court order signed by a judge placing an adjudicated delinquent youth in the custody of YS.

Direct Admission - The process by which youth adjudicated delinquent are assigned to a secure facility.

Individualized Intervention Plan (IIP) – An individualized service plan developed by the intake case manager for a youth within 7 days of assignment to the intake unit to address the following:

- Behavioral Adjustment
- Orientation Process
- Preparing Youth for Involvement in the Treatment Process
- Problem Solving Skills

JIRMS - The youth information database system.

Juvenile Detention Facility - A facility operated or funded by local government to house youth on a short-term basis.

Prioritized Needs – High priority treatment needs identified by LSUHSC staff during the screening and assessment of the youth. These prioritized treatment needs shall be addressed by the social services staff and LSUHSC staff, if applicable, in the youth's Individualized Intervention Plan.

Secure Facility - Jetson Center for Youth, Swanson Center for Youth, Bridge City Center for Youth, or any satellite facility.

Service Coordinator (Probation and Parole Officer) – Service Coordinators assist youth and families in locating, accessing and coordinating networks of support to address needs. Service Coordinators shall provide case management services in accordance with need assessments, as well as monitor, facilitate and participate in services provided while the youth is in the custody or supervision of YS.

V. POLICY:

It is the policy of the Deputy Secretary that detailed procedures be developed for youth being admitted for assessment into short and long term treatment programs at secure facilities.

VI. PROCEDURES:

A. Admission Documents:

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Regional office staff accompanying the youth shall bring admission documents to the facility. The documents enumerated below are required. An extract of the official court minutes may be substituted for the items listed.

1. Judgment of Adjudication.
2. Judgment of Disposition, which should contain the following:
 - a. Statements as to whether the youth was represented by counsel or waived the right to counsel and, if represented by counsel, the counsel's name and address;
 - b. Age of the youth at the time of the offense;
 - c. The maximum period of confinement specified in years, months and days;
 - d. A statement specifying all of the following:
 - 1) The offense for which the youth was adjudicated delinquent;
 - 2) The nature of the disposition;
 - 3) The agency, facility, or person to whom the youth is assigned; and
 - 4) Any other applicable terms and conditions regarding the disposition.
3. Order of Commitment.
4. Other relevant reports concerning the youth which reflect social background, mode of living, family status, medical records, medication history, school records, behavioral tendencies, psychological and/or psychiatric assessment, or any combination of the foregoing.

B. Admission Priority:

Direct admission shall be authorized by the Placement Section at Central Office. Youth will be admitted according to the following:

1. A court order requiring YS to take custody within 14 days from the date of the court signing the disposition;
2. Length of stay in a detention facility;
3. Type of vacancy, i.e., regular or short-term;
4. Public safety; and
5. Emergency

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On a weekly basis, the Placement Section shall determine the number of vacancies available at each facility and provide Regional Managers, Facility Directors, LSUHSC staff and Education Placement Specialists with a list of names of youth to be admitted to each facility. The Placement Section shall attempt to provide at least forty-eight hours notice prior to transferring a youth to a facility.

Prior to admission, the Education Placement Specialist shall conduct a special education records search on all youth to determine any history of special education classification, including mental disability, and shall forward the results to the Treatment Director at each facility and the Regional Manager.

C. Procedures for Day One:

1. When the Placement Section notifies the Regional Manager of the youth being admitted, the regional office shall contact the detention/shelter facility and the parent or guardian. The regional office shall arrange transportation for the youth to the facility. The regional office shall bring any intake information, personal belongings and packaged medication with the youth. The regional office staff shall provide the Admission Packet to the facility Treatment Director who shall be responsible for disseminating the packet.
2. The admissions staff shall record the youth's arrival in the Admission Log Book, sign for the physical custody of the youth and provide information to the Service Coordinator regarding the youth. LSUHSC shall complete the Admission Tracking Log [Attachment B.2.3 (a)].
3. The secretary/JIRMS clerk shall set up folders for the youth, update the JIRMS record to show the transfer, and shall verify all information on the master face sheet.
4. A general search of the youth and his possessions shall be conducted by facility staff in accordance with YS Policy C.2.3 "Searches of Youth". During admission, the youth's personal property will be inventoried and the inventory sheet shall be reviewed by both facility staff and youth. The facility staff shall be responsible for the shipment home of any items which the youth is not allowed to have in his possession at the facility within 24 hours of admission.
5. All youth shall have an initial health screening by trained staff within one hour of direct admission to the facility. Youth shall be under constant

supervision until those screenings take place. Subsequently, the youth shall receive medical, dental and vision screening in accordance with procedures outlined in facility policy for health care (BCCY youth will receive these services at JCY as stated below). LSUHSC medical staff shall inform each youth about available health care services and how to access these services. A youth shall sign the "How to Obtain Medical Care" form to indicate that he understands how to seek medical care.

6. A youth being admitted to BCCY will be transported to JCY for DNA collection, photographing, finger printer, full X-ray of the teeth, and vision, dental and medical screening by a qualified medical professional. Once this process is completed he will eat lunch and depart JCY by 1:00 p.m.
7. All youth shall have an initial mental health screening conducted by a clinical psychologist, or other staff who are qualified to screen youth for mental health issues, substance abuse concerns, somatic complaints, suicidal ideations, thought disturbances, and traumatic experiences. LSUHSC shall conduct the screening within two hours of admission to the facility. The assigned LSUHSC mental health staff shall inform the youth of the purpose of the mental health screening process, secure the youth's permission to request collateral information from other sources, and generally ensure that comprehensive historical information is gathered. A Youth at Risk form [Attachment B.2.3 (b)] shall be completed when Mental Health staff find a youth to be at risk for such conduct as:
 - escape
 - suicide
 - violence against other youth or staff, etc., as shown on form B.2.3 (b)
8. LSUHSC staff shall schedule a youth with a history of taking psychotropic medication for assessment by a psychiatrist within 24 hours of admission. LSUHSC protocols shall be followed for youth experiencing suicidal ideations at time of admission. Youth identified as experiencing suicidal ideations at the time of admission shall be placed on suicide watch. See DPS&C/LSUHSC JCP Policy B-06-01 J/HX-MH 06-0, which includes the "Authorization for Suicide Watch" form.
9. The admissions staff shall introduce the following to the youth within 48 hours:

- The admissions staff shall orient the youth by reviewing the Orientation Handbook, Administrative Remedy Procedures (ARP), YouthCARE Manual, LaMOD Youth Handbook, youth mail and telephone forms, and visitation policies. Youth shall receive copies of each item. The youth shall view the facility orientation video and be given an opportunity to ask questions. Translators shall be made available for non-English speaking youth.
 - The youth shall be given a copy of, and be introduced to, the Code of Conduct in individual counseling sessions. Group processing shall then be utilized to assist youth with problem-solving and verbalizing positive affirmation as a part of the LAMOD process.
 - Staff shall help youth become ready for involvement in the treatment process using motivational interviewing techniques with the goal of successful reintegration into society.
 - Skills identified in "Thinking for a Change" shall be introduced to the youth. Reinforcement in the utilization of these skills will be provided by all staff.
10. The admissions staff shall place a call to the youth's family within 24 hours of his arrival and inform the parent/guardian of the youth's physical location, and the facility's telephone, mail, and visitation policies. The admissions staff shall invite the family to the initial staffing that shall be held within seven (7) business days of the youth's arrival at the facility. The youth shall be allowed to talk to his family during the telephone call.
11. The youth shall be photographed, fingerprinted and a DNA sample collected within the first four (4) hours of arrival at the facility. A copy of the youth's photo shall be placed at the main control center, along with an identification card. A copy of the youth's fingerprints and photo shall be placed in his record.
12. Admissions staff shall review the admission packet and the JIRMS database to determine present or past gang affiliation. If gang affiliation is noted, this information shall be documented, placed in the youth's permanent record and entered into JIRMS in accordance with YS Policy B.8.13 "Youth Street Gang and Notification Requirements". The Security Threat Group or Activity Reporting Form [Attachment B.2.3 (c)] shall be completed and the information entered in JIRMS.
13. The youth shall receive a shower and a change of clothing prior to being placed in his designated area. Medicated shampoo may be given as indicated.

D. Procedures for Day Two:

1. LSUHSC mental health staff shall continue evaluation/assessment of the youth.
2. LSUHSC medical staff shall continue medical and dental assessment of the youth.
3. Admissions staff shall continue its orientation of the youth and review the results of his initial custody classification and the projected modification recommendation date.
4. The youth shall receive a haircut.

E. Procedures for Day Three:

1. LSUHSC mental health staff shall continue its evaluation/assessment of the youth.
2. The youth shall be given a physical fitness assessment by the education department (physical education teachers).
3. The recreation department shall provide an overview of recreational services.
4. The Chaplain shall provide information on campus religious services and spiritual programs available to the youth.
5. The youth shall be provided educational services by the teachers.
6. Within three to four days, a representative from the education department shall interview the youth and conduct the Test of Adult Basic Education (TABE) to determine reading, math and language arts grade level and to collect base line information. The education department shall conduct a tour of the school area and orient the youth to the educational offerings at the facility.

F. Procedures for Day Four:

1. LSUHSC mental health staff shall continue evaluation/assessment of the youth.

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2. A multidisciplinary team staffing shall be held at the facility and shall take place within seven (7) working days of the youth's admission. The team will consist of LSUHSC mental and medical staff, the Treatment Director, an education representative, admissions staff, intake case manager, a Captain or Major, the youth's service coordinator, the youth's parent or guardian, and the youth. If the family and/or service coordinator are unable to travel to the facility, a teleconference or video-conference shall be arranged. The results of the youth's screenings shall be discussed at the staffing.
 3. The youth shall be assigned appropriate housing based on his initial screenings and staff observations. After transfer to his assigned housing unit the youth shall be oriented into the housing unit.
 4. The secretary/JIRMS clerk shall update housing assignment information in the JIRMS database.
 5. The youth shall begin attending school.
- G. Procedures for LSUHSC:
1. All assessments shall be completed within 30 days of the youth's admission to the facility.
 2. LSUHSC assessment staff shall complete and submit the assessment summary report and ensure that all treatment recommendations are addressed within 30 days.

Previous Regulation/Policy Number: B.2.3

Previous Effective Date: 01/26/2005



Attachments/References: B.2.3 (a) Admission Tracking Log 12-17-08.doc B.2.3 (b) Youth at Risk form 12-17-08.doc



B.2.3 (c) Security Threat Group or Activity Reporting Form 12-17-08.doc